

CITY-COUNTY INFORMATION TECHNOLOGY COMMISSION (CCIT)

Date: April 4, 2023, 7:30 a.m. City Hall Board Room

Members Present: Lance Leonhard (C), Kurt Gibbs, Chet Strebe, Gary Olson, Jason Hake, Katie Rosenberg, Maryanne Groat

Members Absent:

Additional Attendees: Dale Schirmacher, Wesly Yuds, Tami Coulson, Troy Krezine,

1) Call Meeting to Order:

The meeting was called to order by Lance Leonhard at 7:31 a.m.

2) Public Comment – There was no public comment.

3) Approval of the Minutes of the February 7 2023, CCITC Board Meeting

Gibbs/Olson moved/seconded to approve the minutes of the February 7th meeting.

Carried.

4) Educational Presentations and Board Discussion

- a) Status of Current Staffing – There is a verbal acceptance of the Help Desk position. There are three interviews scheduled this week for the Network Specialist position.
- b) Elimination of Monitor Tracking – Wesly Yuds explained the proposed fee structure for 2024 and the asset tracking change. The communication of this change will come after we can get a plan in place to manage assets assigned to staff within Workday. CCITC will bring to the board a communications plan at an upcoming meeting.
- c) Budget vs Actual Report – Director Klein explained the new report format, and the Board reviewed the report. Director Klein said that he intends to provide something similar quarterly.
- d) 2024 Capital Projects – Potential capital projects include: Asset Management, Council Chambers, Assembly room, Contract Management, Open Records and Meeting Management Software and Potential Relocate of Fiber Ring from 210 River Drive. There may be a potential change in the Microsoft Licensing Agreement for enhanced security, this would likely be an operating cost change.
- e) 2024 Operating Budget Assumptions – Representatives from each entity spoke to their 2024 budget strategy. The board's guidance was to plan for about a 3-4% increase until proven otherwise. The entities would like to leverage shared software where possible.
- f) Microsoft Workplace Discount Employee Purchasing – Dale Schirmacher explained the program and its potential benefits. The Board supports the program if it does not involve CCITC staff effort to support it. This item will be on a future agenda for approval with a communication plan.
- g) Conference Room Naming Standards and Sharing – Director Klein is asking for each of the partners not to duplicate a name that is being used by another entity. Marathon County is implementing themed names based on the campus. Leonhard expressed his goal that departments do not "own" conference rooms – they are for all to share.
- h) Project Updates:
 - ERP Update – Phase 2 of the project has been kicked off. Adaptive and Prism are scheduled to be completed in June. A 6-month contract has been signed with Collaborative's CVS team for additional support to complete the design of Workday. The Teller implementation is significantly over budget and contingency funds are being used to complete the project. There is work to be done to improve financial reporting.

5) Operational Functions required by Statute, Ordinance, Resolution or Existing CCITC Policy:

Discussion and possible action reviewing current work plan document design and soliciting feedback on priorities – The Board reviewed the updated document that presents a simplified view. **Strebe/Olson** moved/seconded to approve the new format. **Carried.**

6) Announcements

- a) Next meeting is May 2, 2023, at 7:30 am in the City Hall Board Room and via WebEx.

7) Adjournment

Olson/Gibbs moved/seconded to adjourn. **Carried.** The meeting adjourned at 8:43 am.
/a/ Gary Olson, Secretary